



National Archives and Records Administration

NORTHEAST REGION

380 TRAPELO ROAD
WALTHAM, MASSACHUSETTS 02452-6399
www.archives.gov/northeast

Invitation to Bid: Contractor for a Non-Textual Materials Preservation Project

The National Archives and Records Administration (NARA), Northeast Region, invites bids for a contractor experienced in archival preservation to perform preservation work on 16 cubic feet of archival photographic materials (approximately 7,000 images).

The materials are a segment of the Records of the Photography & Special Publications Group (of the Radiation Laboratory at MIT), Office of Scientific Research and Development 1942-1946

The photographs are currently stored in record center cartons and consist of prints and some negatives ranging in size (although most are 8 X 10 inches); most of the photographs are stored in envelopes.

Project Objective and Specific Tasks

The objective of the project is to place 16 cubic feet of photographic materials in appropriate archival housing while maintaining intellectual control, providing location identification, and developing a list of contents.

The project will require the completion of the following specific tasks under the direction of a designated NARA archivist:

- Separating photographs, negatives, and duplicates
- Placing photographs and negatives in appropriate protective sleeves
- Arranging photographs and negatives in correct order
- Placing materials in appropriate boxes and folders
- Making appropriate labels for boxes and folders
- Creating a container list or other appropriate finding aid
- Other tasks necessary to achieve the overall objective of this project according to NARA standards

Workspace and all materials will be provided by NARA-Northeast Region.

Requirements

- Work must start on a mutually agreed upon date between April 24 and May 12, 2006
- Work must be completed by September 30, 2006
- No transportation or travel expenses will be paid.
- Work must be undertaken during the hours of Monday-Friday from 8:00 – 4:00 p.m.
- Must accept payment by Visa or direct deposit
- Subject to background security investigation prior to commencing work at the NARA facility

Questions

Substantive questions regarding the project must be submitted in writing, addressed to:

Joan Gearin
NARA - Northeast Region
380 Trapelo Road
Waltham, MA 02452

joan.gearin@nara.gov

How to Bid

To be considered, prospective vendors must submit the following no later than close of business March 24, 2006.

- Resume
 - A statement describing experience in completing tasks similar to those described
 - Two references
 - Proposed amount/cost for completing the project.
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Award will be based on the best value to NARA, according to evaluation of experience and price.

Bids will be opened on March 29, 2006 and successful bidder will be notified by April 7, 2006.

Submit bids and supporting information to:

Karen DeGrazia—Administrative Officer
NARA - Northeast Region
380 Trapelo Road
Waltham, MA 02452

Fax: 781-663-0154
Email: karen.degrazia@nara.gov

- Submissions must be postmarked, faxed, or e-mailed by close of business March 24, 2006.

NARA – Northeast Region reserves the option to extend the contract up to five (5) years with the concurrence of the party involved.

Both parties reserve the right to terminate the contract for any reason within 30 days, with 10 days notice.